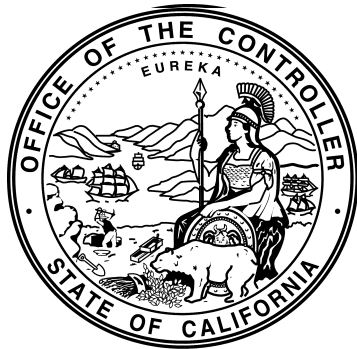


Diskette Reporting Program Instructions for Holders of Unclaimed Property Version 6.5



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Contents

Introduction	1
Key Features	2
Holder Assistance.....	3
Directory	3
Reimbursement Requests.....	3
Chapter 1: General Instructions for Reporting Unclaimed Property	5
Who Must Report	5
What Must Be Reported	5
Life Insurance Policy Proceeds.....	6
Money Orders and Travelers Checks	6
Gift Certificates.....	6
Safe-Deposit or Safekeeping Repository.....	7
Intangible Interest (Stock), Dividends, Bond Interest and Principal	7
Liquidation.....	8
Property Held by a Business Association.....	8
Annual Report “as of ” Dates.....	8
Due Dates.....	9
Rejected Reports	9
Negative Reports.....	9
Report Requirements.....	9
Notification Requirements.....	10

Failure to Report or Remit Property.....	11
Charges for Late Submissions	11
Record Keeping.....	11
Blocked Accounts	11
Statute of Limitations	11
Property Remittance	11
Remitting Money	11
Remitting Securities	12
Remitting Mutual Funds.....	12
Property Remittance Description.....	13
Securities Property Types — Cash Only.....	13
Securities Property Types — With or Without Cash.....	15
Where to File	19
 Chapter 2: Installing the Diskette Reporting Program	 20
System Requirements.....	20
Step-by-Step Uninstall.....	20
Step-by-Step Installation	20
 Chapter 3: Tutorial	 23
Navigation Tools.....	23
Tool Bar.....	23
Keyboard Commands	24

Adding a Holder Record	25
Adding a Report Record	26
Adding Multiple Reports to the same Federal Identification Number and Branch Number	28
Adding a Property Record	28
Non-Security Related	28
Adding an Owner Record	30
Adding a Second Owner	31
Adding a Property Record	31
Security Related	31
Adding Security Information	32
Building a Report File	35
Copying a Report File to Diskette.....	36
Loading a Report to the Database	37
Printing the Forms	37
Printing a Detail Report	39
 Chapter 4: Helpful Hints	 40
Holder Screen.....	40
Report ID Screen.....	41
Property Screen: General Information.....	42
Property Screen: Security Information Tab.....	43
Security Issue Information Screen	43
Property Screen: Owner(s) Information Tab	44

Chapter 5: Help System	45
Accessing Help	45

Appendices

Escheat Periods	A-1
Data Field Description.....	B-1
Property Type Codes	C-1
Ownership Code Table	D-1
State Code Table	E-1
Country Code Table	F-1

Introduction

The State of California's Unclaimed Property Law (Code of Civil Procedures, Section 1500 et seq.) requires business associations, banking and financial organizations, life insurance corporations, and others to review their records each year to determine if they hold any funds, securities, or other property that has been unclaimed for the required dormancy period. The law requires these "holders" to annually report such unclaimed property to the State Controller's Office.

The Unclaimed Property Diskette Reporting Program is designed to assist holders of unclaimed property in preparing these annual reports. At the same time, the diskette program and this user's guide are not intended to be the sole source of information regarding the holder's legal obligations under the Unclaimed Property Law. Each organization should review the entire law to ensure that all reporting requirements are met. Review of the law should be ongoing, as revisions to the statute may cause changes in reporting requirements.

To ensure complete, accurate, and timely reporting of unclaimed property, the diskette program, this user's guide, and all related materials should be forwarded to the person(s) in the organization responsible for the preparation of unclaimed property reports. It should be noted that, when the reports are prepared by a reporting service, quality and accuracy remain the responsibility of the organization for which the report is prepared.

This guide should be retained for ongoing reference. A new edition will not be published unless and until there are changes in the law that significantly affect reporting requirements or there are enhancements to the program.

Key Features

The Diskette Reporting Program enables holders to prepare their reports to the State. Specifically, it enables holders to:

- **Manage Unclaimed Property Data** - The Diskette Reporting Program includes a database that facilitates information management.
- **Produce Required Forms** - Each report that is submitted to the State Controller's Office must be accompanied by a Face Sheet (Form UFS-1) and, when reporting securities, a Securities Summary (Form SS-1). The Diskette Reporting Program produces these forms for each report in the database.
- **Combine Reports into One File** - The Diskette Reporting Program will combine up to five reports, from one or more holders, into a single file. This eliminates the need to file these reports separately.
- **Access Reference Information** - The appendices of the Diskette Reporting Program manual contain reporting codes, escheat periods, and a Law and Regulations Reference Guide.
- **Obtain On-Screen Help** - The Diskette Reporting Program contains a series of help menus that can be opened from any screen. The Help System includes detailed instructions, a glossary, and codes for property types, states, countries, and ownership types.

Holder Assistance

Directory

Filing Unclaimed Property Reports (General Information)	(916) 323-2845
Diskette Program Reporting	(916) 323-2845
Magnetic Media Reporting	(916) 323-2845
Reciprocal Reporting	(916) 323-4674
Securities Reporting	(916) 323-2858
Claims Research	(916) 323-2827

Reimbursement Requests

If the holder makes reimbursements to the owners, use the following instructions.

- If any reimbursements are made before the check is remitted, remove the paid accounts from the diskette reports; adjust the check amount to balance with the report.
- If any reimbursements are made after the check is remitted, do not change or remove the data on the diskette report; send a written request for reimbursement of the paid accounts to:

Office of the State Controller
Division of Collections
Bureau of Unclaimed Property
Consumer Services
P.O. Box 942850
Sacramento, California 94250-5873

Reimbursements are processed only when a workable diskette report is received and uploaded. (Refer to the Rejected Reports section on page 9.)

Effective immediately, the State Controller's Office (SCO), Bureau of Unclaimed Property, requires all holders of unclaimed property to adhere to the following instructions when requesting reimbursements. Reimbursements can be requested under the following circumstances: the holder has escheated more funds than the report requires; or, after the holder has submitted the unclaimed property report, the holder has paid the claimant all funds due.

To enable the bureau to process reimbursement requests in a timely manner, holders must provide a typed Holder's Claim for Reimbursement (HCR-1) form. The form must contain an original signature. The HCR-1 form is located on the Internet at www.sco.ca.gov; instructions on how to fill out the form are listed on page 2 on the back of the HCR-1 form. Handwritten or faxed forms will not be accepted. All HCR-1 forms for accounts over \$1,000 must be notarized. All reimbursement requests for stocks must be notarized. All requests must be accompanied by a letter of authorization. The letter must be on the requesting holder's letterhead and must contain the names of each individual authorized to request properties from the State Controller's Office, Bureau of Unclaimed Property. A copy of the original Unclaimed Property Face Sheet (UFS-1) must be submitted with each reimbursement request.

Section 1560 (b) of the California Code of Civil Procedure (CCP) requires all holders requesting reimbursement to provide proof of payment, along with the letter of authorization and HCR-1 form. Holders must provide this proof to the claimant, and proof that the claimant was entitled to the payment, for any reimbursement request involving pre-payment to a claimant. To determine what documentation constitutes proof of ownership please read the instructions on page 2 of the HCR-1 form. When reimbursement is sought for payment of a negotiable instrument (including check, money order, cashier check, or travelers check), the holder must include proof that the instrument was duly presented to the holder and payment was made to the person who appeared to be entitled to the payment. Holders may provide a system-generated document showing re-activation of an account. Proof of payment is not required for reimbursements that occur as a result of an overpayment. There is no provision for payment of interest on overpayments. Interest will only be reimbursed on interest-bearing accounts provided the holder has pre-paid the claimant all funds due, plus interest. Interest rates will be reimbursed according to the current SCO rate at the time of reimbursement, (per Section. 1540(d) of the CCP).

Chapter 1: General Instructions for Reporting Unclaimed Property

Who Must Report

Reports must be filed by any business entity that is holding property belonging to another person, when the owner has not claimed it or, in certain cases, corresponded with the holder or otherwise indicated an interest in the property within the time limits specified in the Unclaimed Property Law, Part 3, Title 10, Chapter 7, Code of Civil Procedure (CCP) Section 1500.

“Holders” and “owners of unclaimed property,” as well as other related terms, are defined in CCP Section 1501.

Property must be reported and remitted to California if the conditions for escheat stated in CCP Sections 1513 through 1521 exist, and if:

- The last known address of the owner is in California; or
- There is no address of the owner in the records of the holder or the owner is unknown, and the holder is domiciled in California.
- The last known address of the owner is in a state that does not provide by law for escheat of such property; or
- The last known address of the owner is in a foreign country; and
- The holder is domiciled in California; or the holder is a government subdivision or agency of California.

What Must Be Reported

Unclaimed property that must be reported includes life insurance policy proceeds, money orders, travelers checks, safe-deposit box contents, intangible interest (stock), dividends, bond principal and interest, and a variety of intangible personal property. These and other examples are discussed in further detail in this guide.

If the holder pays or delivers escheated property to the State Controller in compliance with the law and subsequently receives a claim on the property from the owner or from another state, the State Controller shall, upon written notice of such claim, defend the holder against the claim and indemnify the holder against any liability on the claim. (CCP Section 1561(a))

In addition, CCP Section 1532(b) provides indemnity to a holder and its transfer agent for the delivery of a duplicate certificate to the State Controller.

Life Insurance Policy Proceeds

A holder must report all funds held and owing under any life or endowment insurance policy or annuity contract that has matured or terminated, when such funds have remained unclaimed for more than three consecutive years after becoming due and payable. A policy is deemed to be matured if the insured has attained, or would have attained if he or she were living, the limiting age under the mortality table on which the reserve is based. (CCP Section 1515)

Interest, dividends, or other amounts earned must be reported and remitted along with the funds due on such policies.

Money Orders and Travelers Checks

Sums payable on money orders that have been outstanding for more than seven years must be reported. Sums payable on travelers checks issued by (not through) the organization and outstanding for more than 15 years must be reported. (CCP Section 1511)

Gift Certificates

Section 1749.5 of the Civil Code has been amended to read:

“ (a) On or after January 1, 1997, it is unlawful for any person or entity to sell a gift certificate to a purchaser containing an expiration date. Any gift certificate sold after that date shall be redeemable in cash for its cash value, or subject to replacement with a new gift certificate at no cost to the purchaser or holder.

“(b) A gift certificate sold without an expiration date is valid until redeemed or replaced.

“(c) This section shall not apply to any of the following gift certificates issued on or after January 1, 1998, provided the expiration date appears in capital letters in at least 10-point font on the front of the gift certificate.

“ (1) Gift certificates that are distributed by the issuer to a consumer pursuant to an awards, loyalty, or promotional program without any money or other thing of value being given in exchange for the gift certificate by the consumer.

“(2) Gift certificates that are sold below face value at a volume discount to employers or to nonprofit and charitable organizations for fundraising purposes if the expiration date on those gift certificates is not more than 30 days after the date of sale.

“(3) Gift certificates that are issued for a food product. SEC. 2. Section 1520.5 of the Code of Civil Procedure is amended to read: 1520.5. Section 1520 shall not apply to gift certificates subject to Title 1.4A (commencing with Section 1749.5) of Part 4 of Division 3 of the Civil Code. However, Section 1520 shall apply to any gift certificate having an expiration date and that is given in exchange for money or other thing of value.”

Safe-Deposit or Safekeeping Repository

Reports on the contents of safe-deposit boxes and other safekeeping repositories must be submitted separately. ***Do not include this report with reports containing other property types.*** The contents of a safe-deposit box or safekeeping repository that have been unclaimed by the owner for more than three years from the date on which the lease or rental period of the box or safekeeping repository expired, or from the date of termination of any agreement under which the box or safekeeping repository was provided to the owner without cost, whichever occurred last, must be reported. (CCP Section 1514)

While all of the contents must be reported, only the more important items, such as money, jewelry, tableware, stock certificates, bonds, deeds, and wills, need to be listed on the inventory. Unimportant documents may be listed as "miscellaneous papers of no apparent value." If the safe-deposit box or safekeeping repository is empty, do not report it.

What May Be Destroyed - Everything reported must be delivered to the State Controller's Office unless the Controller's Office determines that it is not in the interest of the State to take custody of the property. In such cases, the Controller's Office will authorize the holder in writing to dispose of the property. (CCP Section 1533)

Intangible Interest (Stock), Dividends, Bond Interest and Principal

Any dividend, profit, distribution, interest, payment on principal, or other sum held for or owed to a shareholder, certificate holder, bond holder, or other security holder, or a participating patron of a cooperative, who has not claimed it or corresponded in writing with the holder or the holder's transfer agent concerning that property within three years, escheats to this state.

Any intangible interest in a business association, as evidenced by the stock records or membership records of the association, escheats to this state if the interest is owned by another person who has neither claimed a dividend or other sum nor corresponded in writing with the holder within three years.

When stock or other security escheats, any dividend or other distribution attached to the stock or other security escheats at the same time.

In the case of unclaimed intangible interest (stock) or dividend, the issuing corporation is deemed to be the holder. The stocks referred to herein are those of record belonging to the shareholder, whether or not a certificate has been issued to, or is in the hands of, the shareholder or the holder.

Unexchanged stock, unclaimed cash in lieu of fractional shares, or unclaimed cash held for the redemption of stock resulting from the merger, consolidation, acquisition, or similar event, escheats beginning with the date the prior corporation lost contact with the owner and not the date of the merger, consolidation, acquisition, or similar event.

Liquidation

All tangible or intangible property distributable in the course of a voluntary or involuntary dissolution or liquidation of a business association, which property is unclaimed by the owner within six months after the date of final distribution or liquidation, escheats to this state. (CCP Section 1517)

Property Held by a Business Association

The following property held or owing by a business association escheats to this state.

- Demand, savings, and matured time deposits, and accounts subject to a negotiable order of withdrawal that are unclaimed for more than three years. No banking or financial institution may discontinue interest or dividends on any savings deposit because of inactivity. (CCP Section 1513(a)(b))
- Drafts, certified checks, cashier checks, and sums payable on any other written instrument for which a banking or financial organization is directly liable, when these instruments are outstanding for more than five consecutive years. (CCP Section 1513(d))
- Any funds held in an individual retirement account when the owner has not accepted payment of principal or income, increased or decreased the principal, corresponded in writing, or otherwise indicated an interest for more than three years after the funds became payable or distributable. (CCP Section 1513(f))
- Wages, payments to vendors, refunds and/or credits due customers, and similar items held or owing in the ordinary course of the holder's business that remain unclaimed by the owner for more than three consecutive years after becoming payable or dispersible. (CCP Section 1520(a))

Annual Report “as of ” Dates

The “as of ” date must be either June 30 or the date of the holder's business-year end. If the “as of” date falls between January 1 and June 30, the report is due November 1 of the same year. If the “as of” date falls between July 1 and December 31, the report is due November 1 (or May 1 if reporting life insurance) of the following year.

Example:	Report “as of” date:	06/30/2003
	Report due date:	11/01/2003
	Report “as of” date:	12/31/2003
	Report due date:	11/01/2004

Due Dates

Unclaimed property reports and remittances must be submitted to the State Controller's Office before November 1 of each year. Exception: Life insurance companies must submit reports and remittances before May 1 of each year. (CCP Section 1530(d))

It is the holder's responsibility to report and remit property before the applicable due date. CCP Section 1577, which became effective January 15, 1977, states:

In addition to any damages, penalties, or fines for which a person may be liable under other provisions of law, any person who fails to report or pay or deliver unclaimed property within the time prescribed by this chapter, shall pay to the State Controller interest at the rate of 12 percent per annum on such property or value thereof from the date such property should have been paid or delivered.

Rejected Reports

Incorrectly formatted reports will be referred back to the holder. It is the holder's responsibility to submit a report in the format prescribed by the State Controller's Office. Failure to do so may result in an assessment of penalties, as stated in CCP Section 1576(a).

Any person who willfully fails to render any report or perform other duties, including use of the report format described in Section 1530, required under this chapter shall be punished by a fine of one hundred dollars (\$100) for each day such report is withheld or such duty is not performed, but not more than ten thousand dollars (\$10,000).

Negative Reports

Organizations that neither hold nor owe unclaimed property are not required to submit a report. However, the State Controller can require the filing of such a report by sending notification to the holder.

Report Requirements

It is the responsibility of each organization, prior to preparing unclaimed property reports, to review the law to ensure that all requirements are understood. Questions regarding the reporting process may be directed to the Bureau of Unclaimed Property's Reporting Services at (916) 323-2845.

All holders reporting unclaimed property involving **50 or more owners** are required to submit unclaimed property reports using the State Controller's magnetic media format or the diskette reporting program. This was effective November 1, 1999. (CCP Section 1530)

Reports submitted on paper that contain 50 or more accounts will be returned to the holder, and the holder may be subject to penalties as described in CCP Section 1576.

Reports for **less than 50 accounts** that are filed on the State's paper reporting forms must be typed. Handwritten forms will be returned to the holder.

All holders of unclaimed property who submit one or more unclaimed property reports must include a Holder Face Sheet (Form USF-1) for each holder report that is remitted.

Multiple reports submitted on CD, cartridge, or diskette must be submitted with a list of each holder reported and the corresponding dollar amount.

When reporting securities, the Securities Summary (Form SS-1) must be completed and submitted as well.

Reports must include all property that has remained unclaimed for the required dormancy period as of June 30 (or the end of the holder's business year).

It is imperative that holders file complete and accurate reports, in accordance with the specified reporting format and the Unclaimed Property Law. Failure to follow these instructions may result in a report being returned to the holder for correction and may result in an assessment of penalties. (CCP Section 1576) (Refer to the Rejected Reports section, page 9.)

If a report is rejected, the funds will remain with the State Controller's Office. The holder will be responsible for paying any claims until an acceptable report is received by the State Controller's Office. (Once an acceptable report is received, the holder may request reimbursement for claims paid.)

Unclaimed property forms, reporting instructions, magnetic media specifications, the diskette reporting program, and laws and regulations are available on the Internet at www.sco.ca.gov, listed under Unclaimed Property Publications.

Notification Requirements

Equity companies and financial institutions are required to send notices to owners, prior to closure of the account(s), stating that the property will escheat to the State. The notice shall be sent ***not less than six months nor more than 12 months before the property becomes escheatable***. The outside of the envelope should be clearly marked indicating to the owner that it is the Final Notice of Account Closure. (Holders should consult CCP Sections 1513.5, 1516(d), and 1520(b) for the complete requirements to be followed for notifying owners of unclaimed property.) The notice should:

- Give the complete name and address of the organization;
- Give a full description of the property due;
- Provide the name and phone number of a contact person from the organization;
- Inform the customer that the report will be submitted to the State Controller's Office on the due date (for example: 11/01/2003); and
- Refer the customer to the State Controller's Office after submission of the report (refer to the Directory section, page 3).

Failure to Report or Remit Property

Any person who willfully fails to render any report or perform other duties required under the Unclaimed Property Law and the holder reporting instructions, including use of the report format described in CCP Section 1530, shall be punished by a fine of \$100 for each day such report is withheld or such duty is not performed, but not more than \$10,000. (CCP Section 1576(a))

Any person who willfully refuses to pay or deliver escheated property to the State Controller as required under the Unclaimed Property Law shall be subject to a fine of not less than \$5,000 nor more than \$50,000. (CCP Section 1576(b))

Charges for Late Submissions

Any person who fails to report, make payment on, or deliver unclaimed property (cash and securities) within the time prescribed by the Unclaimed Property Law is subject to interest penalties of 12% per annum. Such interest, payable to the State Controller, accrues from the date such property or value thereof should have been paid or delivered. (CCP Section 1577)

Note: For detailed information on the application of CCP Section 1577 to securities, refer to the California Administrative Code, Title 2, Subchapter 8, Article 4.5, Sections 1172.20-1172.80; also refer to Appendix A-1, Unclaimed Property Law and Regulations Reference Guide.

In addition, a holder who is late or negligent in filing may also be liable for damages, penalties, or fines under other provisions of law.

Record Keeping

Holders are required to retain all records pertaining to unclaimed property for a period of *seven years* after such property is reported to the State Controller. (California Administrative Code, Title 2, Subchapter 8, Article 5, Section 1175)

Blocked Accounts

In the case of blocked accounts, approval from the court of jurisdiction is required before they can escheat to the State Controller.

Statute of Limitations

A statute of limitations does not prevent the escheat of any property otherwise escheatable to the State. (CCP Section 1570)

Property Remittance

All escheated property specified in a report shall be paid or delivered to the State Controller at the same time the report is filed. (CCP Section 1532(a))

Remitting Money

Payment of unclaimed cash in the amount of \$20,000 or more shall be made by electronic funds transfer, pursuant to CCP Section 1232.

- Effective October 1, 1999, holders may remit by Automated Clearinghouse (ACH) Debit, ACH Credit, and Fedwire.
- Holders remitting less than \$20,000 are encouraged to voluntarily remit via ACH debit to take advantage of this cost-saving method of remitting unclaimed cash.

Holders may access the *Electronic Funds Transfer Information Guide* on the Internet at www.sco.ca.gov or obtain a copy from the Bureau of Unclaimed Property's EFT Unit at (916) 324-0360.

When a holder is required to remit unclaimed cash totaling less than \$20,000, a check may be remitted payable to the California State Controller.

Holders who submit multiple reports must also provide a list with each holder's name and the amount remitted. A copy of the electronic transfer receipt or the check should be attached to the UFS-1 form.

Remitting Securities

When securities are escheated, the holder must deliver a duplicate certificate registered to the Controller of the State of California. (CCP Section 1532)

If a holder is unable to deliver a duplicate certificate due to a bankruptcy or similar situation, and the intangible interest is held in book-entry form, the holder may request approval to electronically remit the securities through the State's broker. The holder must obtain written approval from the State Controller to remit electronically.

When making a request to transfer stock certificates, include the State Controller's Federal Tax ID, 94-6001347, with the transfer instructions.

The only dividend reinvestment plan in which the State Controller's Office participates is for mutual funds. Earnings on non-mutual funds shall not be credited to a dividend reinvestment plan.

Remitting Mutual Funds

Open-end mutual fund shares shall be transferred to book-entry accounts registered to the Controller of the State of California.

When making a request to transfer shares, include the State Controller's Federal Tax ID, 94-6001347, with the transfer instructions.

All earnings are to be reinvested.

Mutual fund statements and requests for consent should be mailed directly to:

Office of the State Controller Steve Westly
Division of Collections Bureau of Unclaimed Property
P.O. Box 942850
Sacramento, California 94250-5873

Once the holder has filed the annual Unclaimed Property Report and the mutual fund shares have been transferred to an account registered to the Controller of the State of California, ***the holder is not allowed to transfer any shares from the State's account without prior written consent from the State Controller.*** (CCP Section 1540)

Property Remittance Description

The following instructions list the required and optional fields used for securities property types 01-17.

Securities Property Types — Cash Only

Property types listed in this section are for cash properties related to securities.

Property Type 01: Cash in Lieu of Fractional Shares — Use this property type when reporting cash for fractional shares, with or without cash dividends.

Enter data in the following required field:
TOTAL AMT. DUE

Enter data in the following fields if held in the holder's records:
BEG & END DIV/INT DATE
CASH IN LIEU FRAC SHRS
ORIGINAL SECURITY
ORIGINAL SHARE

Property Type 04: Dividends — Use this property type only when reporting cash dividends.

Enter data in the following required field:
TOTAL AMT. DUE

Enter data in the following fields if held in the holder's records:
BEG & END DIV/INT DATE

Property Type 09: Mutual Fund/Money Market Fund Earnings — Use this property type only when reporting cash earnings for mutual funds and/or money market funds.

Enter data in the following required field:

TOTAL AMT. DUE

Enter data in the following fields if held in the holder's records:

BEG & END DIV/INT DATE
ORIGINAL SECURITY
ORIGINAL SHARES

Property Type 12: Securities Exchanged for Cash — Use this property type only when reporting cash for any authorized securities that were exchanged for cash and/or security redemptions, with or without cash dividends.

Enter data in the following required field:

TOTAL AMT. DUE

Enter data in the following fields if held in the holder's records:

BEG & END DIV/INT DATE
CASH IN LIEU FRAC SHRS
ORIGINAL SECURITY
ORIGINAL SHARES
SHARES REDEEMED AMOUNT
MATURITY DATE

Property Type 15: Liquidating Fund Earnings — Use this property type only when reporting cash earnings on shares that were distributed as part of a business association's liquidation, with or without cash dividends.

Enter data in the following required field:

TOTAL AMT. DUE

Enter data in the following fields if held in the holder's records:

BEG & END DIV/INT DATE
CASH IN LIEU FRAC SHRS
ORIGINAL SECURITY
ORIGINAL SHARES

Property Type 16: Municipal Bond Earnings — Use this property type only when reporting cash earnings for municipal bonds, with or without cash interest.

Enter data in the following required field:

TOTAL AMT. DUE

Enter data in the following fields if held in the holder's records:

BEG & END DIV/INT DATE
CASH IN LIEU FRAC SHRS
ORIGINAL SECURITY
ORIGINAL SHARES
MATURITY DATE

Property Type 17: Bond Interest — Use this property type only when reporting cash bond interest.

Enter data in the following required field:
TOTAL AMT. DUE

Enter data in the following fields if held in the holder's records:
BEG & END DIV/INT DATE
CASH IN LIEU FRAC SHRS
ORIGINAL SECURITY

ORIGINAL SHARES
MATURITY DATE

Securities Property Types — With or Without Cash

Property types listed in this section should be used only for properties containing securities, with or without cash. These property types require specific issue type codes. The following table defines each issue type code.

<u>Issue Type</u>	<u>Description</u>
B	Bonds
C	Common
D	Debentures
I	Beneficial Interest
N	Note
P	Preferred
R	Rights
U	Units
W	Warrants
Leave Blank	Mutual Funds

Property Type 02: Units — Use this property type when reporting units.

Enter data in the following required fields:
SECURITY REPORTED
SECURITY TYPE — Valid Security Type is U
CUSIP NUMBER
NO. OF UNITS RPTD

Enter data in the following fields if held in the holder's records:
TOTAL AMT. DUE
BEG & END DIV/INT DATE
SECURITY SERIES

Property Type 03: Debentures/Bonds — Use this property type when reporting debentures or bonds.

Enter data in the following required fields:

SECURITY REPORTED
SECURITY TYPE — Valid Security Types are B or D
CUSIP NUMBER
TOTAL BOND/DEB RPT

Enter data in the following fields if held in the holder's records:

TOTAL AMT. DUE
BOND/DEB INTEREST
BEG & END DIV/INT DATE
SECURITY SERIES
CASH IN LIEU FRAC SHRS
MATURITY DATE

Property Type 05: IRAs – Securities — Use this property type when reporting securities classified and governed by the Internal Revenue Service Code as Individual Retirement Accounts.

Enter data in the following required fields:

SECURITY REPORTED
TOTAL BOND/DEB RPTD or SHARES REPORTED or NO. OF UNITS RPTD or NO. OF WARRANTS
SECURITY TYPE — Valid Security Types are C, P, B, D, R, U, W, I, or Blank
CUSIP NUMBER

Enter data in the following fields if held in the holder's records:

TOTAL AMT. DUE
BOND/DEB INTEREST
BEG & END DIV/INT DATE
CASH IN LIEU FRAC SHRS
ORIGINAL SECURITY
SECURITY SERIES
MATURITY DATE
ORIGINAL SHARES

Property Type 06: Liquidating Funds – Securities — Use this property type when reporting securities distributed as part of a business association's liquidation.

Enter data in the following required fields:

SECURITY REPORTED
TOTAL BOND/DEB RPTD or SHARES REPORTED or NO. OF UNITS RPTD or NO. OF WARRANTS
SECURITY TYPE — Valid Security Types are C, P, B, D, R, U, W, I, or Blank
CUSIP NUMBER

Enter data in the following fields if held in the holder's records:

TOTAL AMT. DUE
BOND/DEB INTEREST

BEG & END DIV/INT DATE
CASH IN LIEU FRAC SHRS
ORIGINAL SECURITY
SECURITY SERIES
MATURITY DATE
ORIGINAL SHARES

Property Type 07: Municipal Bonds — Use this property type when reporting municipal bonds.

Enter data in the following required fields:

SECURITY REPORTED
SECURITY TYPE — Valid Security Type is B
CUSIP NUMBER
TOTAL BOND/DEB RPTD

Enter data in the following fields if held in the holder's records:

TOTAL AMT. DUE
BOND/DEB INTEREST
BEG & END DIV/INT DATE
CASH IN LIEU FRAC SHRS
SECURITY SERIES
MATURITY DATE

Property Type 08: Mutual Funds/Money Market Funds — Use this property type when reporting mutual funds or money market funds. The Security Type field must always be blank when reporting mutual funds or money market funds.

Enter data in the following required fields:

SECURITY REPORTED
CUSIP NUMBER
SHARES REPORTED

Enter data in the following fields if held in the holder's records:

TOTAL AMT. DUE
BEG & END DIV/INT DATE
ORIGINAL SECURITY
SECURITY SERIES
ORIGINAL SHARE

Property Type 10: Shares Exchanged for Shares — Use this property type when reporting securities of one issue that were exchanged for another issue due to a merger, acquisition, or reorganization.

Enter data in the following required fields:

SECURITY REPORTED
TOTAL BOND/DEB RPTD or SHARES REPORTED or NO. OF
UNITS RPTD or NO. OF WARRANTS

SECURITY TYPE — Valid Security Types are C, P, B, D, R, U, W,
I, or Blank
CUSIP NUMBER
ORIGINAL SECURITY
ORIGINAL SHARES

Enter data in the following fields if held in the holder's records:

TOTAL AMT. DUE
BOND/DEB INTEREST
BEG & END DIV/INT DATE
CASH IN LIEU FRAC SHRS
SECURITY SERIES
MATURITY DATE

Property Type 11: Securities — Use this property type when reporting stock.

Enter data in the following required fields:

SECURITY REPORTED
SECURITY TYPE — Valid Security Types are C, P, or I
CUSIP NUMBER
SHARES REPORTED

Enter data in the following fields if held in the holder's records:

TOTAL AMT. DUE
BEG & END DIV/INT DATE
CASH IN LIEU FRAC SHRS
SECURITY SERIES

Property Type 13: Warrants — Use this property type when reporting warrants.

Enter data in the following required fields:

SECURITY REPORTED
SECURITY TYPE — Valid Security Type is W
CUSIP NUMBER
NO. OF WARRANTS

Enter data in the following fields if held in the holder's records:

TOTAL AMT. DUE
BEG & END DIV/INT DATE
CASH IN LIEU FRAC SHRS
SECURITY SERIES
MATURITY DATE

Property Type 14: Rights — Use this property type when reporting rights.

Enter data in the following required fields:

SECURITY REPORTED
SECURITY TYPE — Valid Security Type is R

CUSIP NUMBER
SHARES REPORTED

Enter data in the following fields if held in the holder's records:

TOTAL AMT. DUE
BEG & END DIV/INT DATE
CASH IN LIEU FRAC SHRS
SECURITY SERIES
MATURITY DATE

Where to File

Send the diskette, printed forms, and remittance to:

Office of the State Controller Steve Westly
Division of Collections Bureau of Unclaimed Property
P.O. Box 942850
Sacramento, California 94250-5873

For express delivery services, use the following street address:

Office of the State Controller Steve Westly
Division of Collections Bureau of Unclaimed Property
3301 C Street, Suite 712
Sacramento, California 95816

Chapter 2: Installing the Diskette Reporting Program

System Requirements

To use the Diskette Reporting Program, the following minimum system requirements must be met:

- Pentium 90 MHz
- 32 MB RAM
- 6 MB hard drive space
- 14-inch SVGA monitor
- One 3.5-inch floppy drive
- Mouse (optional)
- Windows 95, Windows NT or Windows 98

Step-by-Step Uninstall

All applications of the Diskette Reporting Program currently installed must be uninstalled prior to continuing with step-by-step installation. To uninstall prior versions execute the following steps:

- On the Task Bar, click on **Start**.
- From the start menu, click on **Settings**.
- From the Settings, click on **Control Panel**.
- From Control Panel, double click on **Add/Remove Programs**.
- When Add/Remove Programs properties are displayed, scroll to the file name UCP Diskette Program.
- Highlight **UCP Diskette Program**, and click on **Remove**.

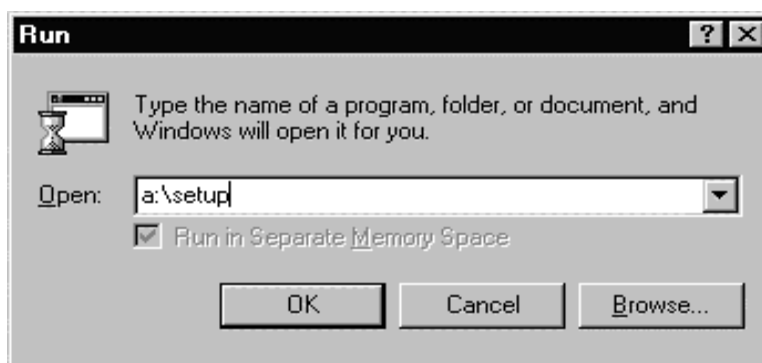
A pop up box will be displayed when the program has been successfully uninstalled.

Step-by-Step Installation

To install the Diskette Reporting Program, execute the following steps:

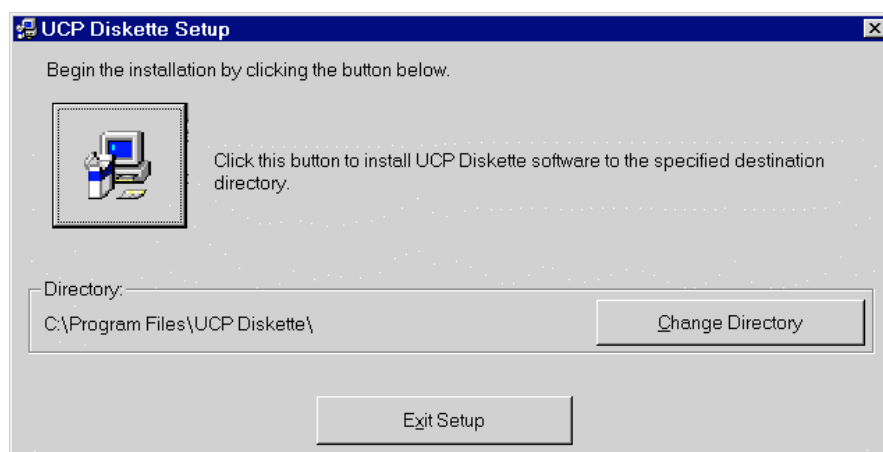
1. Ensure that all the system requirements listed above are met.
2. Insert disk 1 of 6 into the floppy drive.
3. On the Task Bar, click on **Start**.
4. From the Start menu, click on **Run**.
5. Type **a:\setup** in the dialog box and click on **OK** (or press **Enter**).
6. The computer will prompt you for each additional disk until set-up is complete.

Note: In most cases, "a" designates the floppy drive. If the user's floppy drive is designated by a different letter, the letter of the floppy drive should be typed in place of "a."



7. The UCP Diskette Setup Window will display the path name (drive and directory) on which the program is to be installed. The default is **C:\Program Files\UCP Diskette Reporting Program**.

***Important:** Make note of the designated path the diskette has been saved to for a reference. This will eliminate errors in locating the file.*



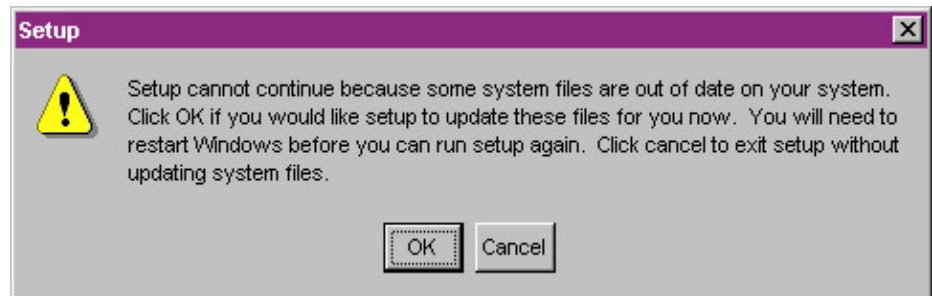
8. Click on the **PC ICON**. The program files will be copied to the path name the user has specified, or to C:\Program Files\UCP Diskette Reporting Program\ if no other path name is specified.



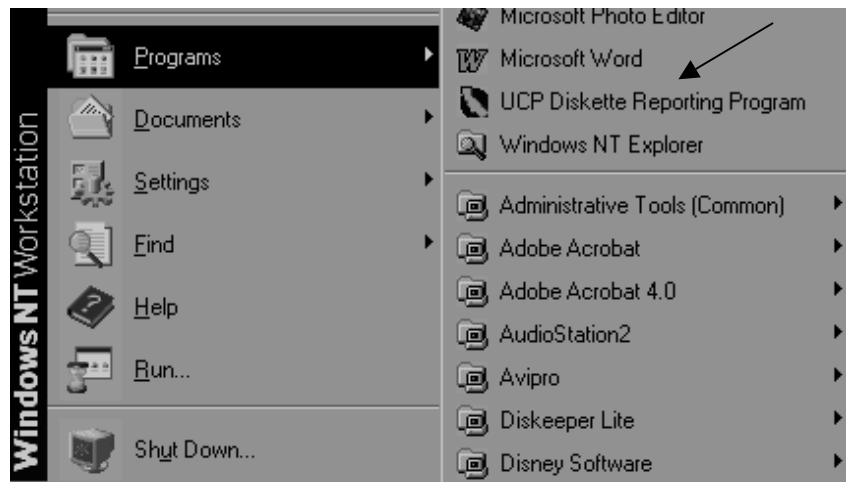
9. If the installation was successful, the following message will appear. Click on **OK**.



10. If the following set-up message appears, click on OK and re-boot your system.



11. The setup routine will create a Windows program group for the Diskette Reporting Program.



Chapter 3: Tutorial

This chapter describes the step-by-step process for using the unclaimed property reporting database, version 6.5. The information that will be entered in the practice examples is fictitious and should be deleted from the database after the tutorial is complete. For further description of the data fields that appear on each of the screens, consult the online glossary, accessible by clicking on Help.

Navigation Tools

This section contains information on the tool bar, keyboard commands, and the most frequently used screens. This chapter supplements information provided in the diskette program's Help system. To obtain additional information on any of the screens in this chapter or on those not mentioned, select Help on any of the screens.

Tool Bar

On the main screen there is a tool bar. This bar is used to navigate to other screens and to edit the information on the record(s). The tool bar consists of buttons.

- To view a brief description of each button's function, use the mouse to move the arrow key over the button and hold it there for a couple of seconds.
- The first five buttons allow navigation to the Holder, Report ID, Property, Agent, and Security Issue screens.
- The next five buttons deal with editing information on a record.
- The next four buttons allow movement through the records.
- The next three buttons are used to manage UCP report files.
- The next three buttons are used for printing forms and reports.
- The last button is for the Help screens. In addition, each screen may have one to two additional buttons to execute other functions.



Extreme caution should be exercised when using the Delete button. This function is for deleting an entire record. The Delete button ***must not*** be used to delete information from individual fields. When an entire record is deleted, all records that are attached to it are also deleted. For example, a holder can submit either one or several reports. Therefore, a holder record may have one or more report records attached to it. Deleting a holder record, such as the parent, would also delete all of the report records attached to it, such as the children. Additionally, if the report records have any property records attached, such as the grandchildren, they also would be deleted.

Keyboard Commands

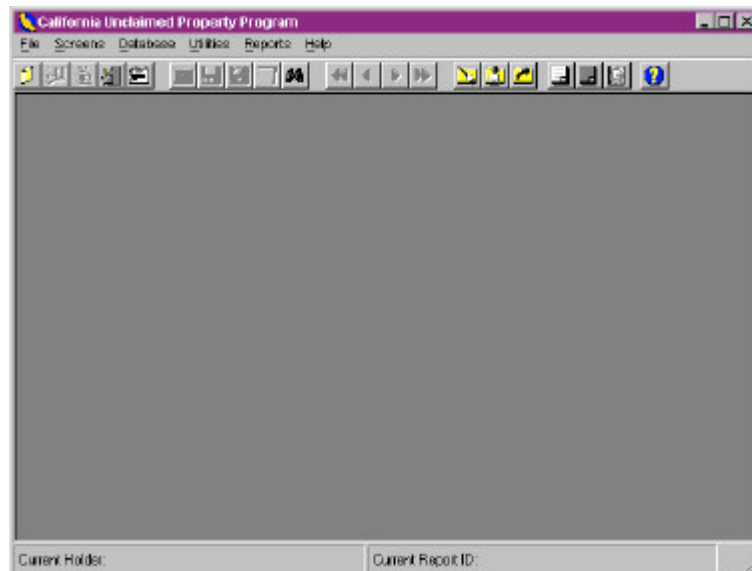
On the menu bar, certain letters are underlined. As with all Windows applications, these underlined letters indicate a way to execute the button's function without using the mouse.

- To execute a function, hold down the **Alt** key while pressing the letter that is underlined on the button. For example, to view the Screens menu on the screen below, press **Alt + S**.

There are several key combinations that can be used to execute the functions on the menu bar.

- To view a list of keyboard combinations, open the Help menu by clicking on the **H**elp button.
- Click on **Q**uick **K**ey **C**ommands and then on **L**ist of **K**ey **C**ombinations.

To start the program, click on the **UCP Diskette** icon, which brings up the screen shown below.



To proceed, use either the tool bar or the keyboard commands; instructions for both are included in the practice examples.

Adding a Holder Record

The first step in creating an unclaimed property report is to add a holder record to the database. A "holder" is a financial institution, corporate entity, or other business association holding property that has been unclaimed for the required dormancy period.

- Select the File menu from the screen shown above and click on **New Report** (or press **Ctrl + H**). The Holder Screen will be opened, and the holder information may now be entered in the fields.



Enter the following information, using the tab key to move from one field to the next.

Federal ID – 100000000

Branch Number – 100

Holder's Name – XYZ Savings and Loan

Holder's Former Name – If not applicable, leave blank.

Street Address – 1010 Main Street

P.O. Box – 1000 – If not applicable, leave blank.

City/State/Zip – Sacramento, CA 95800-1000

Country – Use only if the location is outside of the USA; if location is within the USA, leave blank.

State of Inc – CA

Date of Inc – 01011990

Charter Type – S – If unknown, leave blank.

Charter Date – 01011990

SIC – 7007 – The Standard Industrial Code, which is kept in the holder's records; if unknown or not applicable, leave blank.

Contact Name – Person to contact

Title - Abbreviated business title of contact

Phone Number - Just the numeric characters of your phone number

For further information on the above fields, refer to Appendix C, Data Field Descriptions.

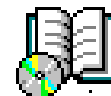
- When finished entering the information, click on the **Save** button (or press **Ctrl + S**). This will store the information in the holder record.



Adding a Report Record

Once the holder record has been saved, the next step is to add a report record.

- On the menu bar, select **Screens** and click on **Report ID** (or click on the **Report ID** button or press **Ctrl + R**).



- A message box will appear, indicating that the system could not find any existing report records on the database and that it will be ready for a new report record. After reading the information, click **OK**.
- A second message box will appear, asking if the report will be used for safe-deposit properties.

Safe-deposit properties cannot be grouped with other properties, and the response to this message box will determine which property type codes will be available for use on the Property Screen. This tutorial does not cover safe-deposit property types.

- After reading this information, click **No**. This will bring up the Report ID screen.

To add a report record to the holder record, enter the following information in the fields.

Report ID: - 2003 Report – The year of the report

Report As Of Date – 06302003 – Refer to the Annual Report “as of ” Dates section, page 8.

Report Due Date – 11012003 – Refer to the Due Dates section, page 11.

Click on the **Save** button to save the report record.



When a report record is saved, it is linked to the holder record that was previously created. Each holder record may have one or several report records attached to it. The status bar at the bottom of the main screen displays the current holder name.

On the Report ID Screen, the federal identification number and branch number of the current holder will also be displayed. Use caution when deleting holder records: Deleting a particular holder record will delete all report records attached to it, as well as any other records attached to the report records.

Adding Multiple Reports to the same Federal Identification Number and Branch Number

- Go to the Report Screen.
- Click on **Add a Record**.
- In the Report ID field, change the name of each report that ties in with the current federal ID number and branch number you are working with.

Adding a Property Record

Although there are many different types of unclaimed property, all of them fall into one of two general categories: non-security related or security related. In this tutorial, one of each type will be added to demonstrate how to use the separate screens that apply to them.

Non-Security Related

To open the Property Screen, select **Screens** on the menu bar, and click on **Property** (or click on the **Property** button or press **Ctrl + P**). A message box will appear indicating that there are no property records for the current report.



After reading the information, click **OK**. A Property Screen, shown below, will appear. For this example, the first property record to be added will be a dormant checking account.

The first field, Property Type Description, can be used to find the correct type for the property. The next field contains the codes that correspond to the property type descriptions. These codes, known as property type codes, are established and maintained by the Controller's Office and are used to categorize property.

To find the appropriate property type code using the Property Type Description field, search the drop-down list box by either using the mouse or pressing the first letter of the description, or refer to Appendix D.

For example, by repeatedly pressing the letter “C,” the system will cycle through all descriptions beginning with “C.” Once the “Checking Account/Demand Deposit” property type description is found, press the tab key to move off of the Property Type Description field; the Property Type Code field will automatically display the correct code that matches the description, which in this case is 56.

To add a property record, enter the following information.

Street Address:	123 A Street
In Care Of Name:	Jane Doe
City:	AnyTown
ST:	CA
Zip Code:	98989
Country:	(leave blank)
DLC Date:	06302000
Soc Sec Nbr:	999-99-9999
Reference Nbr:	12345
Service Charge:	(leave blank)
Property Amount:	100.00

Click on the **Save** button or press **Ctrl + S** to save the property information entered. After the information is saved, the Owner tab on the screen is activated. This means that the system is ready to receive the owner information.



Note: Each tab on the Property Screen is accessible by one of two methods: (1) using the mouse, move the cursor to any tab and click once, which brings the tab to the front; or, (2) use the quick key combinations listed below.

- **Alt + P** brings the Property – General Information tab into view.
- **Alt + E** brings the Property – Security Information tab into view (this applies only to security-related properties).
- **Alt + O** brings the Owner(s) Information tab into view.

Adding an Owner Record

Each property record must have at least one owner record attached to it. The owner is the person(s) or business entity that has the legal right to make a claim on the property. After adding the property record to the database, click on the **Owner(s) Information** tab or press **Alt + O**. When the Owner Information tab is in view, it will be ready for a new owner.

Note: There are three types of owners: individual, business entity, or unknown. The default owner type is set for individual. This means that Last, First, and Middle Name fields will be activated. To change the owner type to a business, leave the name fields blank and press the tab key until the cursor is in the Business Name field. The system will automatically disable the name fields and enable the Business Name field.

Enter the following owner information:

Last Name:	Doe
First Name:	John
Middle Name:	(leave blank)
Title:	(leave blank)
Owner Code Description:	(see next paragraph)

The screenshot displays the 'California Unclaimed Property Program - [Property Screen]' window. The 'Owner(s) Information' tab is active. The form contains the following fields and values:

- Property Sequence Nbr: 1
- Last Name: Doe
- First Name: John
- Middle Name: (blank)
- Business Name: (blank)
- Title: CUSTODIAN
- Owner Code: CUST
- Owner Date: (blank)

Buttons for 'Help' and 'Close' are located at the bottom right. The status bar at the bottom indicates 'Current Holder: XYZ Savings and Loan' and 'Current Report ID: 1999 Report'.

The owner codes are established by the State Controller's Office. The list of owner codes is accessed from the Owner Information tab by clicking on the down arrow next to the Owner Code Description field, or refer to Appendix E. This field operates like the Property Type Description field.

For this exercise, set the cursor in the Owner Code Description field.

- Press the letter “C” repeatedly until the word “Custodian” appears; then press the tab key once to leave the Owner Code Description field. The Owner Code field will be automatically set to the corresponding owner code, which in this case is “CUST.”
- Click on the **Save** button (or press **Ctrl + S**) to save the owner record to the property record. From the Owner tab, click on the **Property Information – General** tab. An owner record has now been added to the property record.



Note: If an owner is not known, click on the Save button without entering any owner information in the fields. A message box will appear. After reading the message, click Yes to clear the message box. An “Unknown” owner record will be created.

Adding a Second Owner

- After the first owner has been saved, click on **Add a record** or press **Ctrl + A**.
- At the blank screen, enter the owner information.
- Click on the **Save** button or press **Ctrl + S**.
- For each additional owner, repeat the above-mentioned steps.

Adding a Property Record

Security Related

As previously mentioned, property can be either security-related or non-security-related. In the next example, a security-related property will be added, at the property record screen.

Select **Database** from the menu bar and click on **Add a New Record** (or click on the **Add a New Record** button or press **Ctrl + A**). This will prepare the screen to receive another property record.

The next step is to set the property type code to one that is used for security-related properties.

- Press the tab key until the cursor is in the Property Type Description field.
- Press the letter “S” repeatedly until the word “Securities” appears.
- Tab once more to set the property type code to the corresponding code, which is 11.

If the property type code is known, the same results can be produced by placing the cursor in the Property Type Code field and repeatedly pressing the “1” key until the number “11” appears.

Next, enter the following information on the Property Screen.

Street Address:	4100 Cameron Park Drive
In Care Of:	(leave blank)
City:	Cameron Park
ST:	CA
Zip Code:	999990000
Country:	(leave blank)
DLC Date:	06302000
Soc Sec Nbr:	999-99-9999
Reference Nbr:	G3775209
Service Charges	0.00
Property Amount:	72.33

Click on the **Save** button to save the property information entered.



Notice that, once the property information is saved, the system automatically activates the Property Number – Security Information tab on the Property Screen.

Adding Security Information

When entering a security-related property, additional information is required. Enter the information below in the data fields on the screen. Then click on the **Save** button.

California Unclaimed Property Program - [Property Screen]

File Screens Database Utilities Reports Help

Property - General Information | Property - Security Information | Owner(s) Information

Property Sequence Nbr: 2

CUSIP Number of the Security Issue: C123456789

Original Name of Securities: Hut Industries

Number of Shares Reported: 3000.000

Maturity Date: 02/01/2001

Beginning Dividend Date: 01/01/1996

Ending Dividend Date: 02/01/2001

Cash Amount of Fractional Shares: 72.33

Cash Amount of Dividends: 0

Cash Amount of Shares Redeemed: 0

Number of Original Shares Exchanged: 0.856

Help Paste Cusip Nbr From Clipboard Close

Current Holder: XYZ Savings and Loan Current Report ID: 1999 Report

CUSIP Number:	C123456789
Original Name of Securities:	Hut Industries
Number of Shares Reported:	3000.000
Maturity Date:	02012001
Beginning Dividend Date:	01011996
Ending Dividend Date:	02012001
Cash Amount of Fractional Shares:	72.33
Cash Amount of Dividends:	0.00
Cash Amount of Shares Redeemed:	0.00
Number of Original Shares Exchanged:	0.856

After the information is saved, the following message box will appear.



This message appears only after entering a CUSIP number for a security issue for the first time. The security issue (stock) information must be entered only once per security issue, which is uniquely identified by its CUSIP number. To proceed, click on **OK** to clear the message box and move to the Security Issue Information Screen. Notice that the system has added the CUSIP number in the CUSIP Identification Number field.

Note: To save time in creating reports that have security-related properties, add the security issue information before adding the report information. The Security Issue Information Screen can be accessed when no other screen is open by pressing **Ctrl + I** or by selecting the Security Issue Information Screen item under the Screens menu.

Enter the following information, then click on the **Save** button.

Securities Issue Type: Common

Securities Series Description: (leave blank)

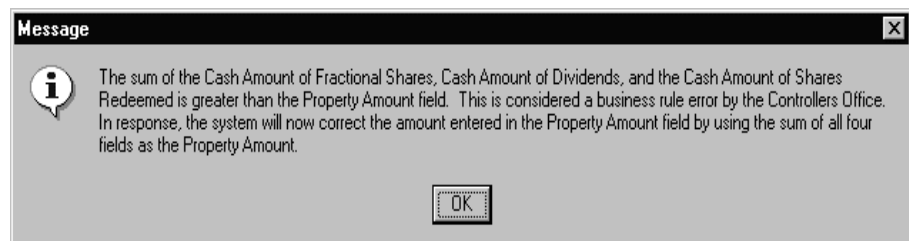
Security Name: Jabba the Hut Inc.

After saving the security issue information to the database, click on the **Close** button near the bottom of the Security Issue Information Screen.

The Property Information – Security Related Screen will appear. Click on the **Save** button to save all of the information on both screens.



If the Property Amount is equal to or greater than the sum of the Cash Amount of Fractional Shares, the Cash Amount of Dividends, and the Cash Amount of Shares, the record will be saved. If the Property Amount is less than the sum of these three fields, the program will change the Property Amount to the sum of all four fields and will display the following message.



After reading the message, click the **OK** button to clear the message box. Please verify that all four fields contain the correct amount.

Click on the **Owner(s) Information** tab. The Owner Screen is now ready to receive owner information concerning the property that was just entered. To add an owner record for a business entity rather than an individual, use the tab key to navigate to the Business Name field.

Notice that the screen was reformatted to gather information about the business entity. Enter the information below, then click on the **Save** button to save the owner record.

The screenshot shows a software window titled "California Unclaimed Property Program - [Property Screen]". It has a menu bar with "File", "Screens", "Database", "Utilities", "Reports", and "Help". Below the menu is a toolbar with various icons. The main area has three tabs: "Property - General Information", "Property - Security Information", and "Owner(s) Information". The "Owner(s) Information" tab is active. It contains the following fields and controls:

- Property Sequence Nbr:** A text box containing the number "2".
- Last Name:** A text box.
- First Name:** A text box.
- Middle Name:** A text box.
- OR:** A label between the First Name and Middle Name fields.
- Business Name:** A text box containing "Sebula Inc.".
- Title:** A text box.
- Owner Code Description:** A dropdown menu showing "TRUSTEE".
- Owner Code:** A dropdown menu showing "TR".
- Owner Date:** A text box.
- Buttons:** "Help" and "Close" buttons are located at the bottom right of the form area.
- Status Bar:** At the bottom of the window, it says "Current Holder: XYZ Savings and Loan" and "Current Report ID: 1999 Report".

Name of Business:	Sebula Incorporated
Title:	(leave blank)
Owner Code Description:	(leave blank)
Owner Code:	TR
Owner Date:	(leave blank)

Notice that, after the owner record is saved the word "Trustee" is pasted to the Owner Code Description field.

At this point, all the components required for a complete report are in the database. From these practice examples, the database contains one holder record with one report record containing two property records. The next step is to build a report file.

Building a Report File

The report file is the file that will be uploaded to the State Controller's Unclaimed Property Database. This program will take the report IDs specified and build the file.

- To begin, close all open screens by clicking on the **Close** button near the bottom of the screen.
- Click on the **File** menu.
- Select **Create UCP Report File** (or press **Ctrl + R**).
- On the Select Reports for UCP Report File screen, select the **Report ID** of the report(s) to be used in building the file.
- Click on the **check box next to 2001 Report** in the report list box. Then click on the **Create File** button.

Up to five reports may be selected. In this tutorial, only the report created will be used.

The next screen displayed will be the Save As dialog box. This box is asking for the name of the file that will be created. Notice that the default directory of the file is the same as the Diskette Program directory. In the File Name field enter **calucp.dat** and click on **Open**. This begins the process that compiles, into a report file, all of the information from the database pertaining to the Report ID(s). When the process is complete, a message will appear indicating the file has been successfully created. Click on the **OK** button.

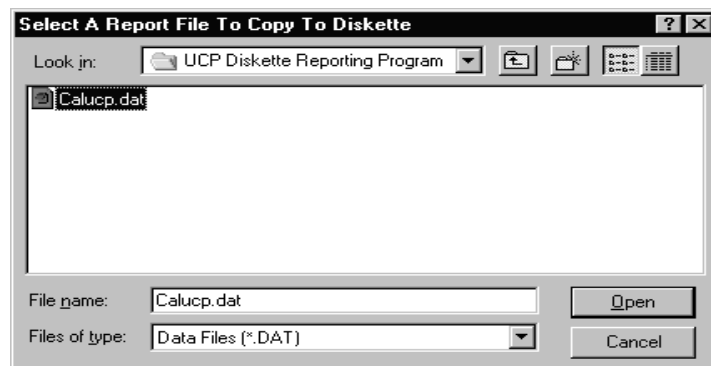
At this point, there is a report file residing on the hard drive that is ready to be copied to a diskette.

Copying a Report File to Diskette

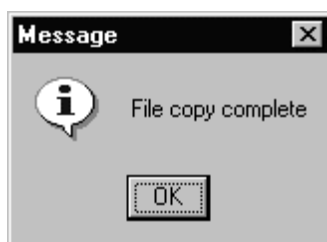
Copying report files to a diskette is a simple process. When the file is less than 1.44 MB in size, experienced Windows users may be more comfortable using Windows Explorer. The Copy UCP Report To Diskette(s) option on the File menu can be used to copy report files that fit on one diskette; it also can be used to separate (i.e., span) and copy onto multiple diskettes any report files that exceed 1.44 MB.

Note: The Bureau of Unclaimed Property Diskette Reporting Unit also accepts files compressed using WinZip. If you choose to compress your report file, write, "compressed" on the diskette label. This utility also contains a disk-spanning functionality.

This tutorial uses the Copy UCP Report To Diskette(s) option of the File menu. To begin, use the mouse to select **Copy UCP Report To Diskette(s)** from the File menu. The dialog box pictured below will appear.



- Select the file created earlier named **calucp.dat** (the “.dat” extension was added by the program).
- Insert a blank, formatted diskette into the floppy drive.
- Click on the **Open** button on the dialog box shown above. The program will now copy the file to the diskette.
- When the process is complete, a “file copy complete” message box will appear; click on **OK**. Once the file has been copied, remove the diskette from the drive.



Note: All diskette reports submitted to the Bureau of Unclaimed Property must be on standard high-density, 1.44 MB, 3.5-inch diskette.

Loading a Report to the Database

To verify that you created and copied the correct report to the diskette, you must do the following:

- Verify that the diskette is in your “A” drive.
- Use the mouse to select **Load UCP Report from A File** from the file menu.
- A dialog box will appear, stating, “Select a UCP Report File to load to the Database.”
- In your “Look In” box, locate the 3 1/2 Floppy A Drive.
- In the large box, double click on **calucp00.dat**, the file you copied to the diskette.
- A message box will appear, stating, “File Has Been Loaded,” and giving a temporary Report ID. Click on the **OK** button.
- At the file menu, click on **Open Report**.
- Select the assigned temporary ID number from the list (example: TempId-03) and then click on the **Select Report** button.
- This will bring up the report that you have saved to the diskette and you may now verify that it is the correct report to be sent to the State Controller's Office.

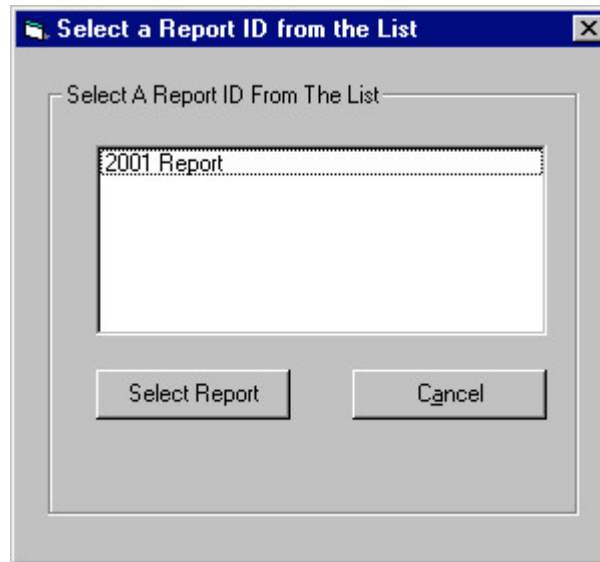
Printing the Forms

With the report file created and copied to a diskette, the last step is to print the forms that must accompany each report submitted to the Bureau of Unclaimed Property's Report Processing Unit. These forms are the Holder Face Sheet (Form UFS-1) and the Securities Summary (Form SS-1); the latter is required when securities are reported.

- Select the Reports menu and click on **Forms**.
- Then click on **UFS-1 Report Face Sheet**.

This function can also be initiated by pressing the **Report Face Sheet** button on the tool bar.

The dialog box shown below will appear.



- Click on the **Report** so that it is highlighted.
- Next, click on the **Select Report** button.

The program will create the form and display it on the screen for previewing. Print the form by clicking on the **Print** button. Repeat the print process for the Securities Summary form. After all of the forms have been printed, place a label on the diskette with the information below (the dollar amount and share amount can be obtained from the UFS-1 form after it is printed):

Holder Name:	XYZ Corp
Dollar Amount:	\$172.33
Share Amount:	3000.000

Congratulations! The unclaimed property report is complete. The final steps are to: obtain the proper signatures on the forms; make copies for the holder's records; create a backup; and mail the diskette(s) and forms to the State Controller's Office.

Printing a Detail Report

A complete report, with owner and property detail, may be printed for the holder's records.

Select the **Reports** menu and click on **Standard Forms**. Then click on **Detail Report**. The dialog box shown on the previous page will appear. Click on **2003 Report** so that it is highlighted. Next, click on the **Select Report** button. The program will create the detail report and display it on the screen for previewing. Print the detail report by clicking on the **Print** button.

Chapter 4: Helpful Hints

This section contains information on the tool bar, keyboard commands, and the most frequently used screens. This chapter supplements information provided in the diskette program's Help system. To obtain additional information on any of the screens in this chapter or on those not mentioned, select Help on any of the screens.

Holder Screen

As mentioned in Chapter 3, the Holder Screen collects information regarding the institution filing the report(s).

Field Information — When using the program, notice that some of the fields are required. The program will indicate this with a message box if the fields are left empty when a save is initiated. Of these fields, the two most important are the Federal Identification Number and the Branch Number. These fields are used by the program to construct a unique key for the record. These fields can also be changed. Changing them does not cause any adverse effects; however, it also changes them on any report records attached to the holder record.

Note: If more than one branch is being reported for the same holder, a separate holder record must be created for each branch number. To create a separate holder record, select New Report from the File menu.

Adding Multiple Branches to the Federal Identification Number

- Go to the Holder Screen.
- Click on **Add a New Record**.

- All holder information must be retyped. (The branch number cannot be changed within an existing Holder Information Screen.)
- **Save** information.

Editing — To make changes to existing holder records on the database, locate the holder record that needs editing by using the navigational buttons (or use the Search screen to find a specific holder record). Make the required changes and click on the Save button. To restore the screen with the original data, click on the Cancel Changes button instead of clicking on the Save button. For more information on editing, such as how to use the Search function, click on the Help button.

Report ID Screen

This screen establishes the report on the database.

California Unclaimed Property Program - [Report ID Screen]

File Screens Database Utilities Reports Help

Federal Id Number: 100000000

Branch: 100

Total Number of Reports for this Holder: 1

Report ID

Report As Of Date

Report Due Date

Help Close

Current Holder: XYZ Savings and Loan Current Report ID:

Field Information — The Report ID field requires a unique name for each report on the database. This function allows the program the ability to store multiple reports at the same time.

Note: When reloading a report file to the database, temporary Report IDs in the format of “TEMPID-NN” (where NN is a number between 1 and 99) are assigned. A message box will provide notification of the temporary Report IDs assigned during reloading.

Editing — To make changes to existing report records on the database, locate the report record that needs editing by using the navigational buttons (or use the Search screen to find a specific holder record). Make the required changes and click on the Save button. To restore the screen with the original data, click on the Cancel Changes button instead of clicking on the Save

button. For more information on editing, such as how to use the Search function, click on the Help button.

Property Screen: General Information

The purpose of the Property Screen is to gather information regarding the property being reported. This screen is vital. It is advisable to enter as much property information as possible. This screen contains three tabs that allow the user to enter and edit information regarding both the property and the owner(s).

Note: Each property record must have at least one owner record attached to it. When a new property record is saved, the user must click on the Owner(s) Information tab to add at least one owner to the property. If for some reason a property without an owner is added, a message box will appear, stating that a property record does not have at least one owner record.

Field Information — The value entered in the Property Type Code field may cause the rest of the screen to be reformatted to accept specific types of property. For example, entering 41 in this field activates the Safe Deposit Lien Amount and Safe Deposit Box Number fields and requires data to be entered in these fields. Entering property type code 11 activates the Next Page button on the bottom right corner of the screen. This button navigates to the Security Information screen, described later.

Editing — To make changes to existing property records on the database, locate the property record that needs editing by using the navigational buttons (or use the Search screen to find a specific property record). Make the required changes and click on the Save button. To restore the screen with the original data, click on the Cancel Changes button instead of clicking on the Save button. For more information on editing, such as how to use the Search function, click on the Help button.

Property Screen: Security Information Tab

The Security Information tab is used to gather information regarding security-related property types.

The screenshot shows the 'California Unclaimed Property Program - [Property Screen]' window. The 'Property - Security Information' tab is selected. The form contains the following fields and buttons:

- Property Sequence Nbr: [3]
- CUSIP Number of the Security Issue: []
- Original Name of Securities: []
- Number of Shares Reported: []
- Maturity Date: [/ /]
- Beginning Dividend Date: [/ /]
- Ending Dividend Date: [/ /]
- Cash Amount of Fractional Shares: []
- Cash Amount of Dividends: []
- Cash Amount of Shares Redeemed: []
- Number of Original Shares Exchanged: []
- Buttons: Help, Paste Cusip Nbr From Clipboard, Close
- Status bar: Current Holder: XYZ Savings and Loan, Current Report ID: 1999 Report

Field Information — After entering the data for the security information record and clicking on the Save button, both the property record and the security information record will be saved if the CUSIP identification number for the security issue of the property already exists in the database. If the CUSIP number does not exist in the database, the Security Issue Information screen will open. This screen is described in the next section.

Editing — To make changes to existing security information records on the database, locate the security information record that needs editing by using the navigational buttons (or use the Search screen to find a specific security information record). Make the required changes and click on the Save button. To restore the screen with the original data, click on the Cancel Changes button instead of clicking on the Save button. For more information on editing, such as how to use the Search function, click on the Help button.

Security Issue Information Screen

The purpose of the Security Issue Information Screen is to gather and store information concerning stock, bonds, debentures, mutual funds, etc. Once the information is stored, it can be used many times without being re-entered.

The screenshot shows the 'California Unclaimed Property Program - [Security Issue Information Screen]' window. The form contains the following fields and buttons:

- CUSIP Identification Number: []
- Security Type: [Common]
- Security Series Description: []
- Security Name: []
- Instructions: Add and/or modify Issue information using this screen. When you're finished, use the CLOSE button at the bottom of the screen to exit.
- Buttons: Help, Copy CUSIP ID to Clipboard, Close
- Status bar: Current Holder: XYZ Savings and Loan, Current Report ID: 1999 Report

Editing — To make changes to existing security issue records on the database, locate the security issue record that needs editing by using the navigational buttons (or use the Search screen to find a specific security issue record). Make the required changes and click on the Save button. To restore the screen with the original data, click on the Cancel Changes button instead of clicking on the Save button. For more information on editing, such as how to use the Search function, click on the Help button.

Property Screen: Owner(s) Information Tab

The owner information records gather and store information concerning the owners who have the legal right to file a claim for the property being reported. An owner can be either an individual or a business. If no owner information exists, an "unknown" owner record can be added by leaving the owner information fields blank and clicking on the Save button.

The screenshot shows the 'California Unclaimed Property Program - [Property Screen]' window. The 'Owner(s) Information' tab is selected. The form includes the following fields and controls:

- Property Sequence Nbr:** A text box containing the number '3'.
- Individual Name Fields:** Three text boxes for 'Last Name', 'First Name', and 'Middle Name'.
- OR:** A label indicating an alternative to the individual name fields.
- Business Name:** A single text box for business names.
- Title:** A text box.
- Owner Code Description:** A dropdown menu.
- Owner Code:** A dropdown menu.
- Owner Date:** A text box.
- Buttons:** 'Help' and 'Close' buttons are located at the bottom right of the form area.
- Status Bar:** At the bottom of the window, it displays 'Current Holder: XYZ Savings and Loan' and 'Current Report ID: 1999 Report'.

Field Information — The owner record contains fields for either an individual name or a business name. When entering a name in the individual owner name fields, the program reformats the screen by disabling the Business Name field. The individual owner name fields are disabled when a name is entered in the Business Name field.

Editing — To make changes to existing owner records on the database, locate the owner record that needs editing by using the navigational buttons (or use the Search screen to find a specific owner record). Make the required changes and click on the Save button. To restore the screen with the original data, click on the Cancel Changes button instead of clicking on the Save button. For more information on editing, such as how to use the Search function, click on the Help button.

Chapter 5: Help System

Accessing Help

There are four ways to access Help while working within the Diskette Reporting Program. One method is to click on the Help button in the tool bar, which accesses the UCP Diskette Help System table of contents. Another way is to click on the Help menu and select Contents.



A third method of accessing the Help system is to open the screen on which help is needed and click on the Help button. This opens the Help menu to the topics related to the current screen.

The program supports Context Sensitive Help for all data fields. Context Sensitive Help, which is the fourth method, can be accessed by using the mouse to place the cursor in a data field and pressing the F1 key. A Help window appears containing a brief description of the selected data field.

If the information needed is not found in the Help system, please read the section in this manual that applies to the subject requiring assistance. If no solution is found, contact the Bureau of Unclaimed Property, Report Processing Unit, Electronic Media Section, at (916) 323-2845.

Appendices

Escheat Periods

California Unclaimed Property Law

<u>Section</u>	<u>Description</u>	<u>Period</u>
1513(a)(b)	Savings, Matured Time Deposits, Demand Deposits (Checking), NOW, plus Interest or Dividends	3 years
1513(c)	Travelers Checks	15 years
1513(d)	Written Instruments/Cashier Checks (Banking and Financial Assns.)	5 years
1513(e)	Money Orders	7 years
1513(f)	IRAs, Keogh Plans	3 years
1514	Safe-Deposit Boxes, Safekeeping Repositories	3 years
1515	Funds Held by Life Insurance Companies	3 years
1516	Stocks, Dividends, Profit Distributions, Interest	3 years
1517	Liquidating Distributions	6 months
1518	Funds Held by Fiduciaries, Agents	3 years
1519	Funds Held by Government or Governmental Agencies	3 years
1519.5	Ordered Refunds	1 year
1520	Misc. Property Held in Normal Course of Business (Wages, Vendor Checks, Credit Balances, Gift Certificates)	3 years
1521	Employee Benefit Trust Distributions	3 year

Data Field Descriptions

Screen Type	Field Name	Field Length	Field Description
Holder Screen	Federal ID Number	9	Provide the holder's federal employer tax identification number. Do not use the holder's state identification number.
	Branch Number	6	Provide the holder's branch number. Tab through this field if not applicable.
	Holder's Name	70	Provide the full name of the current holder or association reporting unclaimed property. The name of agents (those reporting or preparing a report for a holder) should not be entered in this field.
	Holder's Former Name	70	If the present holder is a successor to another who previously held the property, or if the holder has changed names, provide the prior name. Tab through this field if not applicable.
	Street Address	30	Provide the holder's street address.
	P.O. Box	30	Provide the holder's post office box address. Tab through this field if not applicable.
	City	35	Provide the holder's city name.
	State	2	Provide the holder's state code. (For a listing of state codes, click on Codes in the menu bar, then click on State List.) If the holder is located in a foreign country, tab through this field.
	Zip Code	9	Provide the holder's zip code. Enter the 5-digit zip code, then tab to the next field to enter the 4-digit extension, if applicable.
	Country	3	Provide the country code if the holder is located in a foreign country. If the holder is located in the USA, tab through this field.

Screen Type	Field Name	Field Length	Field Description
Holder Screen (cont.)	State of Inc	2	If the holder is incorporated, provide the state code for the original incorporation. Tab through this field if not applicable.
	Date of Inc	10	If the holder is incorporated, provide the date of incorporation. Tab through this field if not applicable.
	Charter Type	1	If a financial institution is federally chartered, enter 'F.' If a financial institution is state chartered, enter 'S.' Tab through this field if not applicable.
	Charter Date	10	Provide the date the financial institution was chartered.
	Standard Industrial Code	4	Provide the Standard Industrial Classification (SIC) code, if known. Tab through this field if not applicable.
	Contact Name	30	Provide the name of the contact person who is responsible for preparing the unclaimed property report.
	Title	5	Provide the title of the contact person.
	Phone Number	14	Provide the telephone number of the contact person; include the area code.
Agent Screen	Agent Name	70	If the report is filed through an agent, provide the agent's name.
	Street Address	30	Provide the agent's street address.
	City	35	Provide the agent's city name.
	State	2	Provide the agent's state code. If the agent is located in a foreign country, tab through this field.
	Zip Code	5	Provide the agent's zip code.

Screen Type	Field Name	Field Length	Field Description
Agent Screen (cont.)	Country	3	Provide the country code if the agent is located in a foreign country. If the agent is located in the USA, tab through this field.
	Phone Number	14	Provide the agent's telephone number; include the area code.
Report Screen	Report ID	64	This is a unique file name for the report and must be provided by holder.
	Report As Of Date	10	The "as of" date must be either June 30 or the date of the holder's business-year end. If the "as of" date falls between January 1 and June 30, the report is due November 1 of the same year. If the "as of" date falls between July 1 and December 31, the report is due November 1 (or May 1 if reporting life insurance) of the following year. Example: Report "as of" date: 6/30/2003 Report due date: 11/01/2003 Report "as of" date: 12/31/2003 Report due date: 11/01/2004
	Report Due Date	10	This is the date the report is due, which is November 1 for all holders except life insurance companies, whose reports are due May 1.
Property Screen: General Information	Property Type	2	Provide the property type code. (see appendix C)
	Street Address	30	Provide the owner's last known mailing address.
	City	35	Provide the owner's city name.
	State	2	Provide the owner's state code. (see appendix F) If the last known address was a foreign country, tab through this field.
	Zip Code	5	Provide the owner's zip code.

Screen Type	Field Name	Field Length	Field Description
Property Screen: General Information (cont.)	Country	3	Provide the country code if the owner's last known address is in a foreign country. If the owner's last known address is in the USA, tab through this field.
	In Care of Name	40	Provide the "in care of" mailing address name. Tab through this field if not applicable.
	DLC Date	10	Provide the date of last contact by the owner. This is defined as the date of the last communication or activity initiated by the owner concerning the property.
	Soc Sec Nbr	9	Provide the Social Security number if the named owner is an individual, or the federal tax ID number if the named owner is a business.
	Reference Number	15	Provide the account number used to identify the account, check, or other property.
	Property Amount	12	Provide the cash amount remitted for the owner of the account. Include all interest or earnings accumulated through the date remitted. Deduct lawful charges, if applicable.
	Service Charge	11	Provide the amount of lawful charges, if any, that were deducted from the property amount.
	Safe Deposit Box Reported Number	15	Provide the box number for the safe-deposit box if reporting property type 41.
	Safe Deposit Box Lien Amount	5	Provide the amount due holder for any unpaid rent or storage charges and the cost of opening the safe-deposit box.
Property Screen: Security Information Tab	CUSIP Number of the Security Issue	11	Provide the CUSIP number for the reported security. The CUSIP (Committee on Uniform Securities Identification Procedures) number is a universal security identification number used in trade confirmations and correspondence regarding specific securities and is an important factor in tracking securities. Each issue of common or preferred stock, corporate and municipal bonds, and mutual funds has its own CUSIP.

Screen Type	Field Name	Field Length	Field Description
Property Screen: Security Information Tab (cont.)	Original Name of Securities	30	Provide the name of the original security if the security reported was exchanged for cash and/or another security.
	Number of Shares Reported	13	Provide the number of shares reported for the owner.
	Maturity Date	10	Provide the maturity date of the security. Tab through this field if not applicable.
	Beginning Dividend Date	10	Provide the beginning dividend or interest date for the security. Tab through this field if not applicable.
	Ending Dividend Date	10	Provide the ending dividend or interest date for the security. Tab through this field if not applicable.
	Cash Amount of Fractional Shares	7	Provide the cash amount being remitted in lieu of fractional shares. Tab through this field if not applicable.
	Cash Amount of Dividends	11	Provide the cash amount of the dividend. Tab through this field if not applicable.
	Cash Amount of Shares Redeemed	11	Provide the total dollar amount for securities exchanged for cash. For example: Five shares exchanged at \$4.20 each for a total of \$21.00.
	Number of Original Shares Exchanged	11	Provide the number of original shares that were exchanged for cash or other shares. Tab through this field if not applicable.
Security Issue Information Screen	CUSIP Identification Number	11	Provide the CUSIP number for each reported issue.
	Securities Issue Type	0	Select the issue type from the drop-down box (or press the first letter of the issue type) related to the CUSIP number entered in the CUSIP Number field.

Screen Type	Field Name	Field Length	Field Description
Security Issue Information Screen (cont.)	Securities Series Description	6	Provide the issue series description related to the CUSIP number entered in the CUSIP Number field, if applicable.
Property Screen: Owner(s) Information Tab	Security Name	30	Provide the issue name related to each of the CUSIP numbers entered in the CUSIP Number field.
	Last Name	20	Provide the last name of the account owner.
	First Name	20	Provide the first name of the account owner.
	Middle Name	20	Provide the middle name or initial of the account owner.
	Name of Business	60	Provide the business name of the account owner.
	Title	5	Provide the title of the owner (for example, Mr., Mrs., Dr.). For titles that normally follow a last name (Jr., Sr., III, MD), enter one space after the last name in the Last Name field. Tab through this field if not applicable.
	Owner Code	9	Provide the code for the type of ownership. (see appendix E) Tab through this field if not applicable.
	Owner Date	10	Provide the applicable date only when an ownership code is followed by a date. For example: Ownership Definition — Trust under will of 12/12/99 Ownership Code — TUW Ownership Date — 12/12/1999 Tab through this field if not applicable.

Property Type Codes

<u>Property Code</u>	<u>Property Classification</u>
01	Cash in lieu of fractional shares
02	Units
03	Debentures or bonds
04	Dividends
05	IRAs - securities
06	Liquidating fund - securities
07	Municipal bonds
08	Mutual funds, money market funds
09	Mutual fund earnings, money market fund earnings
10	Shares exchanged for shares
11	Securities
12	Securities exchanged for cash
13	Warrants
14	Rights
15	Liquidating fund earnings
16	Municipal bond earnings
17	Bond interest
25	Aggregate accounts
26	Money orders
27	Travelers checks
28	Cashier/certified checks
41	Safe-deposit box contents

Property Type Codes (cont.)

<u>Property Code</u>	<u>Property Classification</u>
42	Safekeeping items
43	Savings bonds
55	Annuities
56	Checking accounts, demand deposits
57	Christmas club accounts
58	Collections
59	Commissions
60	Court settlements
61	Credit balances
62	Death benefits
63	Endowments
64	Escrow checks/deposits/disputed funds
65	Garnishments
66	Gift certificates
67	Inmate trust funds
68	Insurance claims checks
69	Insurance premiums
70	Interest checks
71	IRAs
72	Layaway deposits
73	Liquidating funds
74	Matured/terminated policies
75	Mineral proceeds

Property Type Codes (cont.)

<u>Property Code</u>	<u>Property Classification</u>
76	Other
77	Patient trust funds
78	Pensions, retirement funds
79	Refunds
80	Royalties/residuals
81	Salaries/wages
82	Savings accounts/credit union share accounts
83	Time deposits, CD accounts
84	Trusts
85	Vendor payments

Ownership Code Table

Definition	Abbreviation
Administrator	ADMIN
Agent	AGENT
Also known as	AKA
Also known as deceased	AKA DECD
Also known as estate of	AKA EST
Also known as in trust for	AKA ITF
Also known as trustee	AKA TR
Annuitant	ANTNT
Assignee	ASSIGNEE
As trustee for	ATF
Attorney for	ATTY/F
Beneficiary	BENF
Borrower	BORROWER
Buyer	BUYER
Co-conservator	COCONS
Community property	CP
Conservator	CONS
Co-owner	CO-OWNER
Co-trustee	COTR
Court order dated 10/18/1989	CT/ORD (MM/DD/CCYY)
Court order guardian 10/18/1989	CT/OR GDN (MM/DD/CCYY)
Custodian	CUST
Debtor ad item	DEBT/AD

Ownership Code Table (cont.)

Definition	Abbreviation
Debtor for	DEBT/FOR
Debtor in	DEBT/IN
Debtor of	DEBT/OF
Deceased	DECD
Deceased insured	DECD INS
Deceased trustee	DECD/TR
Deceased trustee under will of 10/04/1980	DECD TUW (MM/DD/CCYY)
Dependant	DEPEND
Disputed funds	AND/OWN
Doing business as	DBA
Doing business as estate	DBA EST
Doing business as payee	DBA PAYEE
Employee pension trust 10/04/1980	EPT (MM/DD/CCYY)
Employee profit sharing plan 10/04/1980	EPSP (MM/DD/CCYY)
Estate	EST
Estate beneficiary	EST BENF
Estate payee	EST PAYEE
Estate trustee	EST TR
Estate under agreement 10/04/1980	EUA (MM/DD/CCYY)
Executor	EXEC
Executor under the will of	EXEC UWEE
For benefit of	FBO
Guardian	GDN
Guardian ad litem	GDN AD LT

Ownership Code Table (cont.)

Definition	Abbreviation
Guardian estate	GDN EST
Guardian trustee	GDN TR
Heir	HEIR
Incompetent estate	INCPT EST
Insured	INS
In trust for	ITF
Joint tenant	JT
Joint tenant under agreement 10/04/1980	JTUA (MM/DD/CCYY)
Joint tenant writ of survivorship	JT WROS
Joint trustees	J/TR
Life tenant under the will of	LF/TN UW
Minor	MINOR
Minor estate	MINOR EST
Minor trustee	MINOR TR
More than one owner - "and"	OWN/AND
More than one owner - "or"	OWN/OR
Natural guardian	NAT GDN
Owner	OWNER
Patient	PATIENT
Payable on death	POD
Payee	PAYEE
Payee (1), Payee (2), etc. (use numbers only)	# PAYEE ¹
Pension fund 10/04/1980	PF (MM/DD/CCYY)

¹ Can be any number (1 payee, 2 payee, 3 payee)

Ownership Code Table (cont.)

Definition	Abbreviation
Pension & profit sharing plan 10/04/1980	PPSP (MM/DD/CCYY)
Pension plan & trust 10/04/1980	PPT (MM/DD/CCYY)
Power of attorney	P/ATTY
Profit sharing plan (trust) 10/04/1980	PSP (MM/DD/CCYY)
Purchaser	PURC
Receiver	REC
Retirement trust	RT
Retirement trust under agreement 10/04/1980	RTUA (MM/DD/CCYY)
Successor co-trustee	SUC COTR
Successor trustee	SUC TR
Tenants in common	TC
Trustee	TR
Trustee payee	TR PAYEE
Trustee under agreement 10/04/1980	TUA (MM/DD/CCYY)
Trustee under agreement for benefit of 10/04/1980	TUA FBO (MM/DD/CCYY)
Trustee under will of 10/04/1980	TUW (MM/DD/CCYY)
Uniform gift to minors act ca 10/04/1980	UGMA CA ¹ (MM/DD/CCYY)
Writ of survivorship	WROS

¹ Can be blank or any of the 50 states two-character code

State Code Table

State	Initial	State	Initial
Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
District of Columbia	DC	North Dakota	ND
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Hawaii	HI	Oregon	OR
Idaho	ID	Pennsylvania	PA
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Maryland	MD	Virginia	VA
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY
Missouri	MO		

Country Code Table

Country	Code	Country	Code
Afghanistan	AFG	Bhutan	BHU
Albania	ALB	Bolivia	BOL
Algeria	ALG	Borneo	BOR
American Samoa	AS	Botswana	BOT
Andorra	AND	Brazil	BRA
Angola	ANG	Brit. Solomon Isles	BSI
Anguilla	AGU	Brit. Virgin Islands	BVI
Antigua	ANT	Brunei	BRU
Argentina	ARG	Bulgaria	BUL
Ascension	ASC	Burkina	BUK
Australia	AUS	Burma	BUR
Austria	AUT	Burundi	BRN
Azores	AZO	Caicos Islands	CAI
Bahamas	BAH	Cambodia	KAM
Bahrain	BHR	Cameroon	CAM
Bangladesh	BAN	Canada	CAN
Barbados	BAR	Cape Verde	CAP
Barbuda	BRB	Cayman Islands	CAY
Belgium	BEL	Central African Rep	CAR
Belize	BLZ	Chad	CHA
Benin	BEN	Chili	CHI
Bermuda	BER	China	CHN

Country Code Table (cont.)

<u>Country</u>	<u>Code</u>	<u>Country</u>	<u>Code</u>
Colombia	COL	France	FRA
Comoros	COM	French Guiana	FGU
Congo	CON	French Polynesia	FPO
Corsica	FRA	Futuna Island	FUT
Costa Rica	COS	Fiji	FIJ
Cuba	CUB	Finland	FIN
Cyprus	CYP	Gabon	BAG
Czechoslovakia	CZE	Gambia	GAM
Dahomey	DAH	Germany (East)	DDR
Denmark	DEN	Germany (West)	DFR
Djibouti	DJI	Ghana	GHA
Dominica	DOM	Gibraltar	GIB
Dominican Rep	DOR	Great Britain	UK
East Timor	ETI	Greece	CRE
Ecuador	ECU	Greenland	GRL
Egypt	EGY	Grenada	GRN
El Salvador	ELS	Guadalcanal	BSI
England	UK	Guam	GU
Equatorial Guinea	EGI	Guatemala	GUA
Estonia	EST	Guinea	GUI
Ethiopia	ETH	Guadeloupe	GUD
Falkland Islands	FAL	Guinea-Bussau	GUB
Faroe Islands	FAR	Guyana	GUY

Country Code Table (cont.)

<u>Country</u>	<u>Code</u>	<u>Country</u>	<u>Code</u>
Haiti	HAI	Korea, Democratic Peoples Rep	NKO
Holland	HOL	Kuwait	KUW
Honduras	HON	Lesotho	LES
Hong Kong	KON	Liberia	LIB
Hungary	HUN	Libya	LBY
Iceland	ICE	Lichtenstein	LIC
India	IND	Lithuania	LIT
Indonesia	INA	Luxembourg	LUX
Iran	IRN	Laos	LAO
Iraq	IRQ	Latvia	LAT
Ireland	IRE	Lebanon	LEB
Israel	ISR	Leeward Islands	LEE
Italy	ITL	Macao	MAC
Ivory Coast	IVC	Madagascar	MAD
Jamaica	JAM	Madeira Islands	MDI
Japan	JAP	Maka-Ku-Yokohama	JAP
Jordan	JOR	Malagasy Republic	MRL
Kampuchea	KAM	Malawi	MLA
Kenya	KEN	Malaysia	MAL
Khmer Republic	KAM	Maldives	MLD
Kiribati	KIR	Mali	MLI
Korea	RKO	Malta	MLT

Country Code Table (cont.)

<u>Country</u>	<u>Code</u>	<u>Country</u>	<u>Code</u>
Mariana Islands	CM	Norway	NOR
Martinique	MRT	Nyasaland	NYA
Mauritania	MAU	Oman	OMA
Mauritius	MAR	Panama	PAN
Mexico	MEX	Poland	POL
Micronesia	TT	Portugal	POR
Midway Island	MID	Prince Island	PRI
Mongolia	MON	Puerto Rico	PR
Montserrat	MOT	Pakistan	PAK
Morocco	MOR	Papua New Guinea	PNG
Mozambique	MOZ	Paraguay	PAR
Namibia	NAM	Peru	PER
Naura	NAU	Philippines	PHI
Nepal	NEP	Pitcairn Islands	PIT
Neth. Antilles	NAN	Qatar	QAT
Netherlands	NET	Rwanda	RWA
Nevis	NEV	Reunion Island	REU
New Caledonia	NCA	Rhodesia	RHO
Nicaragua	NIC	Romania	ROM
New Zealand	NEW	Saint Christopher	STC
Niger	NGR	Saint Helena	STH
Nigeria	NIG	Saint Lucia	STL
Northern Ireland	UK	Seychelles	SEY

Country Code Table (cont.)

Country	Code	Country	Code
Sierra Leone	SRL	Tsumed	NAM
Singapore	SIN	Tunisia	TAN
Solomon Islands	SOL	Turkey	TUR
Somalia	SOM	Turks Island	TKI
South Africa	SAF	Tuvalu	TUV
Spain	SPA	USSR	URS
Sri Lanka	SRI	Uganda	UGA
Sudan	SUD	United Arab Emirates	UAE
Surinam	SUR	Uruguay	URU
Swaziland	SWA	Vanuata	VAN
Sweden	SWE	Vatican City	VAT
Switzerland	SWI	Venezuela	VEN
Syria	SYA	Vietnam	VIE
Tahiti	TAH	Wake Island	WKI
Taiwan	TAI	Wales	UK
Tanzania	TAN	Wallis Islands	WAL
Tasmania	TAS	Western Samoa	WSA
Thailand	THA	West Africa	WAF
Tobago	TRI	Yemen, Peoples	YPD
Togo	TOG	Virgin Islands	VI
Tonga	TON	Yeman, Arab Rep	YAR
Trinidad	TRI	Yokohama	JAP
Tristan Da Cunha	TOC	Yugoslavia	YUG

Country Code Table (cont.)

<u>Country</u>	<u>Code</u>	<u>Country</u>	<u>Code</u>
Zaire	ZAI	Zimbabwe	ZIM
Zambia	ZAM		

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